

# OFFICE OF FINANCIAL AND INSURANCE SERVICES

## JOB VACANCY NOTICE

**CLASS/LEVEL:** Student Assistant

**DIVISION/SECTION:** Conduct Review

**DEADLINE TO RESPOND:** 10/14/02

~~~~~  
 INTERESTED APPLICANTS SHOULD SUBMIT A COVER LETTER, RESUME, OFIS APPLICATION AND COPY OF COLLEGE TRANSCRIPTS TO JULIA KENNICOTT, HUMAN RESOURCES DIVISION, OFFICE OF FINANCIAL AND INSURANCE SERVICES, P.O. BOX 30224, LANSING, MICHIGAN 48909 BY THE DEADLINE DATE.

|                         |                                                                                                                                                            |                                   |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| COUNTY/LOCATION         | Ingham/Lansing                                                                                                                                             |                                   |
| PAY RANGE               | \$10.34-\$14.89                                                                                                                                            |                                   |
| DESCRIPTION OF POSITION | In a learning capacity, this student will assist the supervisor in maintaining files and assist in reviewing of documents for financial services entities. |                                   |
| EDUCATION               | Continuing enrollment in a post-secondary educational institution.                                                                                         |                                   |
| EXPERIENCE              | No specific amount required.                                                                                                                               |                                   |
| SPECIAL REQUIREMENTS    |                                                                                                                                                            |                                   |
| RESPOND TO              | Name:                                                                                                                                                      | Julia Kennicott                   |
|                         | Address:                                                                                                                                                   | P.O. Box 30224, Lansing, MI 48909 |
|                         | E-Mail Address:                                                                                                                                            | jakenni@michigan.gov              |
|                         | Phone:                                                                                                                                                     | (517) 373-7106                    |
|                         | Fax:                                                                                                                                                       | (517) 335-1501                    |

The State of Michigan is an Equal Opportunity Employer  
 Civil Service Rule 1-7 states: All persons offered employment in the classified service are required to submit to and pass a pre-employment drug test as a condition of employment

**This is an announcement of a position vacancy and does not constitute an offer of employment.**